

Sample Meeting Agenda for Interim Status Meeting

Call to Order	President
Shareholder Attendance	VP HR
Minutes to be taken	Secretary
Production Department Report <ul style="list-style-type: none"> • number of products produced/service sessions booked • value of materials purchased • production cost of each product or service 	VP Production
Sales Department Report <ul style="list-style-type: none"> • number of products or services sold • number of products or services expected to be sold • selling price 	VP Sales
Marketing Department Report <ul style="list-style-type: none"> • present marketing plan 	VP Marketing
Human Resources Department Report <ul style="list-style-type: none"> • attendance report • present HR initiatives 	VP HR
Finance Department Report <ul style="list-style-type: none"> • present financial report including present share value, value of accounts payable, cash on hand, loans outstanding 	VP Finance

<p>Information Technology Department Report</p> <ul style="list-style-type: none"> • present I. T. plan • present social media policy 	VP IT
<p>Corporate Responsibility Department Report</p> <ul style="list-style-type: none"> • discussion of corporate responsibility event 	VP CSR
<p>Health and Safety</p> <ul style="list-style-type: none"> • Present health and safety report 	VP Health and Safety
<p>Round Table Discussion</p> <ul style="list-style-type: none"> • Current challenges? • Solutions? • Changes to be made? 	President
<p>President's Report</p> <ul style="list-style-type: none"> • Outstanding efforts to date to be recognized 	President
<p>Sales Objectives</p> <ul style="list-style-type: none"> • Review and establish sales objectives with firm timelines 	VP Sales
<ul style="list-style-type: none"> • Adjournment 	President